

Maryville City Schools Board of Education

Monitoring:

**Review: Biennially
in October**

Descriptor Term:

Procedures & Guidelines Accounting, Reporting, Audits

Descriptor Code:

4.6

Review Date:

09/19/16

Rescinds:

Last Revision:

Internal Audits

Once per school year or at any time the Director of Schools deems necessary, the Finance Director (FD) shall conduct an internal audit of Student Activity Funds.

At this time, the FD shall observe the school bookkeeper's accounting practices and procedures. The FD shall also review financial records.

A checklist will be used to determine compliance with items determined by the Board of Education, Director of Schools and Finance Director.

If during this review the FD finds any questionable items or practices, these will be presented to the principal and Director of Schools and a follow up review will be done by the Finance Director to insure all questions have been resolved.

The FD will report any questionable items or practices not resolved by these procedures to both the Director of Schools and the Chairperson of the Board of Education.

If the school bookkeeper meets the requirements as established by the checklist, a satisfactory performance rating will be noted. This rating may or may not affect the employee's ability to receive a merit pay increase. Special circumstances will be noted.